



JEDDAH PREP AND GRAMMAR SCHOOL

Application and Safe Recruitment Policy

1) Policy Statement

At Jeddah Prep and Grammar School (JPGS), we recognise that safe recruitment is a fundamental part of safeguarding and promoting the welfare of children. We are fully committed to creating a safe, inclusive, and supportive environment where all pupils can thrive.

JPGS expects all staff, volunteers, and contractors to share this commitment. We understand that safeguarding is most effective when underpinned by rigorous recruitment procedures, strong professional standards, and effective collaboration with relevant agencies.

As a long-established British international school in Saudi Arabia, JPGS values a diverse workforce and actively seeks to recruit individuals from a range of backgrounds, experiences, and cultures. Recruitment processes are conducted in a systematic, fair, and transparent manner, ensuring equality of opportunity while maintaining the highest safeguarding standards.

2) Aims

JPGS will:

- Implement robust safer recruitment procedures to ensure all staff and volunteers are suitable to work with children.
- Ensure no individual is appointed who:
 - Is unsuitable to work with children
 - Is disqualified from working with children
 - Does not possess the appropriate skills, experience, or qualifications
- Maintain a Single Central Record (SCR) in line with BSO (British Schools Overseas) expectations.
- Complete the following pre-employment checks before employment begins:
 - Verification of identity
 - Minimum of two satisfactory references (including most recent employer)
 - Police clearance / security checks (Saudi and overseas where applicable)
 - Medical fitness confirmation (aligned with Saudi residency requirements)
 - Verification of qualifications and professional status

3) Practice and Procedure

3.1 Advertising

All vacancies at JPGS will be advertised either internally or externally, depending on the needs of the school.

- All advertisements will include a clear safeguarding statement reflecting JPGS's commitment to child protection.
- Internal recruitment may be considered where appropriate, at the discretion of the Headteacher.

3.2 Applications

All applicants must submit:

- A completed application form
- A current CV

Candidates must:

- Account for any gaps in employment history
- Provide accurate and truthful information

Any discrepancies or concerns will be explored during the selection process.

Providing false information may result in:

- Withdrawal of offer
- Dismissal
- Referral to relevant authorities or professional bodies

3.3. References

- At least two written references will be obtained for all shortlisted candidates.
- One reference will normally be sought prior to interview.
- References must:
 - Be from a professional source (not relatives/friends)
 - Be specific to the role applied for

Reference requests will include safeguarding-specific questions, including:

- Suitability to work with children
- Any concerns relating to child protection
- Disciplinary history
- Conduct and performance

- Attendance record

Any discrepancies between references and application details will be investigated.

Serious safeguarding concerns will result in the application being withdrawn.

3.4 Identity and work in Saudi Arabia

All shortlisted candidates must provide:

- Proof of identity (passport/ID)
- Proof of right to work in Saudi Arabia
- Verified qualifications and professional status

JPGS will:

- Verify all qualifications through original certificates or awarding bodies
- Ensure compliance with Saudi Ministry of Education and residency requirements

3.5 Employment Offer

Offers of employment at JPGS are:

- Conditional upon satisfactory completion of all safeguarding checks
- Subject to approval from relevant Saudi authorities

3.6 Record Retention and Data Protection

JPGS will:

- Retain recruitment records in line with data protection regulations in Saudi Arabia
- Ensure confidentiality and secure storage of all applicant information

3.7 Personnel Files

For successful candidates, JPGS will maintain a secure personnel file including:

- Application form and CV
- References
- Identity verification
- Qualification certificates
- Police/security clearance
- Medical clearance

- Safeguarding declarations

3.8 Single Central Record

JPGS maintains a comprehensive Single Central Record including:

- Teaching and support staff
- Volunteers and supply staff
- Contractors working regularly on site

The SCR records:

- Identity checks
- Qualification checks
- Right to work in Saudi Arabia
- Police/security clearance
- Overseas checks (including ICPC where applicable)
- Dates and personnel responsible for each check

4 Staffing and Responsibilities

Headteacher / Principal

- Leads all recruitment decisions
- Ensures safer recruitment procedures are followed
- Promotes safeguarding at every stage

Senior Leadership Team (SLT)

- Supports recruitment processes
- Ensures compliance with safeguarding expectations

HR / Compliance (JPGS / Governing Body)

- Maintains recruitment records and SCR
- Monitors compliance with policy and legal requirements

All Staff and Volunteers

- Must uphold safeguarding expectations
- Provide accurate documentation
- Promote the welfare of pupils at all times

5 Probation and Induction

All new staff at JPGS will:

- Receive:
 - Staff Handbook
 - Safeguarding and Child Protection Policy
- Complete safeguarding training (aligned with KCSIE expectations)
- Sign to confirm understanding of professional responsibilities

All new appointments are subject to a probationary period as outlined in their contract.

6 Monitor and Review

This policy will be:

- Reviewed annually by the Headteacher and Senior Leadership Team
- Updated in line with:
 - British Schools Overseas (BSO) standards
 - UK safeguarding guidance (e.g. KCSIE)
 - Saudi Ministry of Education regulations

Version control will be maintained, and updates made in response to regulatory or strategic changes.

7 Compliance and Alignment

This policy is aligned with:

- British Schools Overseas (BSO) Standards
- Keeping Children Safe in Education (KCSIE)
- Saudi Ministry of Education regulations
- JPGS Safeguarding and Child Protection Policy

Date of Review: September 2026	Reviewed and approved by: Headmaster, BoG
Date of next review: August 2028	